



# **MINUTES**

## **Ordinary Council Meeting Tuesday, 16 December 2025**

**Date: Tuesday, 16 December 2025**

**Time: 4:00pm**

**Location: Council Chamber  
110 Massingham Street  
Kellerberrin WA 6410**

**Order Of Business**

<b>1</b>	<b>Declaration of Opening</b> .....	<b>3</b>
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**MINUTES OF SHIRE OF KELLERBERRIN  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 110 MASSINGHAM STREET, KELLERBERRIN WA 6410  
ON TUESDAY, 16 DECEMBER 2025 AT 4:00PM**

**1 DECLARATION OF OPENING**

The President declared the meeting open at 4:03pm.

**2 ACKNOWLEDGEMENT OF COUNTRY**

We begin today by acknowledging the Ballardong Noongar people as traditional custodians of the land and skies on which we gather, and we pay our respects to their elders, past, present and emerging

**3 ANNOUNCEMENT BY PRESIDING PERSON WITHOUT DISCUSSION**

President Matthew Steber welcomed Mr Chris Zalmstra our new acting Manager of Works & Services.

**4 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

**PRESENT:**

President Matt Steber (President),  
Cr Emily Ryan (Deputy President),  
Cr David Leake,  
Cr Dennis Reid,  
Cr Monica Gardiner,  
Cr Kelsey Pryer,  
Cr Paul Brown

**IN ATTENDANCE:**

Raymond Griffiths (Chief Executive Officer),  
Morgan Ware (Manager of Governance)  
Chris Zalmstra (Manager of Works & Services)

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

Nil

**5 DECLARATION OF INTEREST**

Note: Under Section 5.60 – 5.62 of the Local Government Act 1995, care should be exercised by all Councillors to ensure that a “financial interest” is declared and that they refrain from voting on any matters which are considered may come within the ambit of the Act.

A Member declaring a financial interest must leave the meeting prior to the matter being discussed or voted on (unless the members entitled to vote resolved to allow the member to be present). The member is not to take part whatsoever in the proceedings if allowed to stay.

Councillor/Employee	Interest Declaration	Item No	Interest
Raymond Griffiths – Chief Executive Officer	Financial	15.2	An applicant for the advertised position.

**6 PUBLIC QUESTION TIME**

Council conducts open Council meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the question as precisely as possible. A maximum of 15 minutes is allocated for public question time. The length of time an individual can speak will be determined at the President’s discretion.

**6.1 Response to Previous Public Questions taken on Notice**

Nil

**6.2 Public Question Time**

Nil

**7 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**

**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 18 NOVEMBER 2025**

**File Ref:** MIN  
**Author:** Reyne White, Customer Service Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Minutes of the Council Meeting held on 18 November 2025

**STAFF RECOMMENDATION**

*That the Minutes of the Council Meeting held on 18<sup>th</sup> November 2025 be received as a true and correct record of the meeting.*

**COUNCIL RESOLUTION**

**MIN 101/25      MOTION - Moved Cr. Leake      Seconded Cr. Brown**

***That the Minutes of the Council Meeting held on 18<sup>th</sup> November 2025 be received as a true and correct record of the meeting.***

**In Favour:**      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

**Against:**      Nil

**CARRIED 7/0**

**8 PRESENTATIONS**

**8.1 Petitions**

Nil

**8.2 Presentations**

Nil

**8.3 Deputations**

Nil

**9 REPORTS OF COMMITTEES**

**9.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD ON 16 DECEMBER 2025**

**File Ref:** MIN  
**Author:** Reyne White, Customer Service Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:**

**STAFF RECOMMENDATION**

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 16<sup>th</sup> December 2025 be received.

**COUNCIL RESOLUTION**

**MIN 102/25      MOTION - Moved Cr. Pryer      Seconded Cr. Gardiner**

***That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 16<sup>th</sup> December 2025 be received.***

**In Favour:**      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

**Against:**      Nil

**CARRIED 7/0**

## 10 CORPORATE SERVICES REPORTS

### 10.1 STATUS REPORT OF ACTION SHEET

<b>File Ref:</b>	<b>Various</b>
<b>Author:</b>	<b>Michelle Wilson, Executive Assistant</b>
<b>Authoriser:</b>	<b>Raymond Griffiths, Chief Executive Officer</b>
<b>Attachments:</b>	<b>1. Status Report of Action Sheet - December 2025</b>

#### BACKGROUND

Council at its March 2017 Ordinary Meeting of Council discussed the use of Council's status report and its reporting mechanisms.

Council therefore after discussing this matter agreed to have a monthly item presented to Council regarding the Status Report which provides Council with monthly updates on officers' actions regarding decisions made at Council.

It can also be utilised as a tool to track progress on Capital projects.

#### STAFF COMMENT

This report has been presented to provide an additional measure for Council to be kept up to date with progress on items presented to Council or that affect Council.

Council can add extra items to this report as they wish.

The concept of the report will be that every action from Council's Ordinary and Special Council Meetings will be placed into the Status Report and only when the action is fully complete can the item be removed from the register. However, the item is to be presented to the next Council Meeting shading the item prior to its removal.

This provides Council with an explanation on what has occurred to complete the item and ensure they are happy prior to this being removed from the report.

#### TEN YEAR FINANCIAL PLAN

There is no direct impact on the long term financial plan.

#### FINANCIAL IMPLICATIONS

Financial Implications will be applicable depending on the decision of Council. However this will be duly noted in the Agenda Item prepared for this specific action.

#### STATUTORY IMPLICATIONS

NIL known at this time.

#### STAFF COMMENT

This report has been presented to provide an additional measure for Council to be kept up to date with progress on items presented to Council or that affect Council.

Council can add extra items to this report as they wish.

The concept of the report will be that every action from Council's Ordinary and Special Council Meetings will be placed into the Status Report and only when the action is fully complete can the item be removed from the register. However the item is to be presented to the next Council Meeting shading the item prior to its removal.

This provides Council with an explanation on what has occurred to complete the item and ensure they are happy prior to this being removed from the report.

## TEN YEAR FINANCIAL PLAN

There is no direct impact on the long term financial plan.

## FINANCIAL IMPLICATIONS

Financial Implications will be applicable depending on the decision of Council. However this will be duly noted in the Agenda Item prepared for this specific action.

## STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

Section 2.7. The role of the council

- (1) The council —
  - (a) Directs and controls the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

Section 2.8. The role of the mayor or president

- (1) The mayor or president —
  - (a) presides at meetings in accordance with this Act;
  - (b) provides leadership and guidance to the community in the district;
  - (c) carries out civic and ceremonial duties on behalf of the local government;
  - (d) speaks on behalf of the local government;
  - (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and
  - (f) liaises with the CEO on the local government's affairs and the performance of its functions.
- (2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.

Section 2.9. The role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

Section 2.10. The role of councillors

- A councillor —
- (a) represents the interests of electors, ratepayers and residents of the district;
  - (b) provides leadership and guidance to the community in the district;
  - (c) facilitates communication between the community and the council;
  - (d) participates in the local government's decision-making processes at council and committee meetings; and
  - (e) performs such other functions as are given to a councillor by this Act or any other written law.

5.60. When person has an interest

For the purposes of this Subdivision, a relevant person has an interest in a matter if either —

- (a) the relevant person; or
- (b) a person with whom the relevant person is closely associated,
- (c) has —
- (d) a direct or indirect financial interest in the matter; or
- (e) a proximity interest in the matter.

*[Section 5.60 inserted by No. 64 of 1998 s. 30.]*

## 5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

*[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]*

## 5.60B. Proximity interest

(1) For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land;
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

(2) In this section, land (**the proposal land**) adjoins a person's land if —

- (a) the proposal land, not being a thoroughfare, has a common boundary with the person's land;
- (b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
- (c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

(3) In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

*[Section 5.60B inserted by No. 64 of 1998 s. 30.]*

## 5.61. Indirect financial interests

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

## 5.62. Closely associated persons

(1) For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —

- (a) the person is in partnership with the relevant person; or
- (b) the person is an employer of the relevant person; or
- (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or
- (ca) the person belongs to a class of persons that is prescribed; or
- (d) the person is a body corporate —
  - (i) of which the relevant person is a director, secretary or executive officer; or
  - (ii) in which the relevant person holds shares having a total value exceeding —
    - (I) the prescribed amount; or
    - (II) the prescribed percentage of the total value of the issued share capital of the company,whichever is less;

or

(e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or

(ea) the relevant person is a council member and the person —

- (i) gave a notifiable gift to the relevant person in relation to the election at which the relevant person was last elected; or
- (ii) has given a notifiable gift to the relevant person since the relevant person was last elected;

or

- (eb) the relevant person is a council member and since the relevant person was last elected the person —
  - (i) gave to the relevant person a gift that section 5.82 requires the relevant person to disclose; or
  - (ii) made a contribution to travel undertaken by the relevant person that section 5.83 requires the relevant person to disclose;
- or
- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.

(2) In subsection (1) —

**notifiable gift** means a gift about which the relevant person was or is required by regulations under section 4.59(a) to provide information in relation to an election;

**value**, in relation to shares, means the value of the shares calculated in the prescribed manner or using the prescribed method.

*[Section 5.62 amended by No. 64 of 1998 s. 31; No. 28 of 2003 s. 110; No. 49 of 2004 s. 51; No. 17 of 2009 s. 26.]*

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
  - (a) an interest common to a significant number of electors or ratepayers;
  - (b) an interest in the imposition of any rate, charge or fee by the local government;
  - (c) an interest relating to a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers;
  - (d) an interest relating to the pay, terms or conditions of an employee unless —
    - (i) the relevant person is the employee; or
    - (ii) either the relevant person's spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with the relevant person;
  - [(e) deleted]*
  - (f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects;
  - (g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law; or
  - (h) a prescribed interest.
- (2) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
  - (a) any proposed change to a planning scheme for any area in the district;
  - (b) any proposed change to the zoning or use of land in the district; or
  - (c) the proposed development of land in the district,

then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter for the purposes of sections 5.65, 5.70 and 5.71.

- (3) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
  - (a) any proposed change to a planning scheme for that land or any land adjacent to that land;
  - (b) any proposed change to the zoning or use of that land or any land adjacent to that land; or
  - (c) the proposed development of that land or any land adjacent to that land,

then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.

- (4) If a relevant person has a financial interest because any land in which the person has any interest other than an interest relating to the valuation of that land or any land adjacent to that land may be affected by —
- (a) any proposed change to a planning scheme for any area in the district;
  - (b) any proposed change to the zoning or use of land in the district; or
  - (c) the proposed development of land in the district,

then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.

- (5) A reference in subsection (2), (3) or (4) to the development of land is a reference to the development, maintenance or management of the land or of services or facilities on the land.

*[Section 5.63 amended by No. 1 of 1998 s. 15; No. 64 of 1998 s. 32; No. 28 of 2003 s. 111; No. 49 of 2004 s. 52; No. 17 of 2009 s. 27.]*

**[5.64.] Deleted by No. 28 of 2003 s. 112.]**

#### 5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.

Penalty: \$10 000 or imprisonment for 2 years.

- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know —
- (a) that he or she had an interest in the matter; or
  - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

#### 5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

*[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]*

#### 5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

#### 5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
- (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and

- (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —
  - (i) the disclosing member also discloses the extent of the interest; and
  - (ii) those members decide that the interest —
    - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
    - (II) is common to a significant number of electors or ratepayers.

- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
  - (a) details of the nature of the interest disclosed and the extent of the interest; and
  - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
  - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
  - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

*[Section 5.69 amended by No. 49 of 2004 s. 53.]*

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —
  - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
  - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

*[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]*

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —
  - employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10 000 or imprisonment for 2 years.

5.71. Employees to disclose interests relating to delegated functions

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

**STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

- 1. Relationships that bring us tangible benefits (to the Shire and our community)
- 2. Our lifestyle and strong sense of community
- 3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**COMMUNITY CONSULTATION**

The following consultation took place;

- Chief Executive Officer
- Manager of Governance
- Manager Works and Services
- Council Staff
- Council
- Community Members.

**STAFF RECOMMENDATION**

*That Council receive the status report.*

**COUNCIL RESOLUTION**

**MIN 103/25      MOTION - Moved Cr. Reid      Seconded Cr. Ryan**

***That Council receive the status report.***

**In Favour:**      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

**Against:**      Nil

**CARRIED 7/0**

**10.2 COMMON SEAL REGISTER AND REPORTING**

**File Ref:** ADM52  
**Author:** Michelle Wilson, Executive Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

To seek Council's endorsement for the application of the Shire of Kellerberrin Common Seal in accordance with the Common Seal Register.

**STAFF COMMENT**

Application of the Seal is accompanied by the signatures of the President and Chief Executive Officer.

A register is maintained to record all occasions on which the Seal is applied. The register is maintained, updated and should be presented to Council on a quarterly basis. A process will be put in place to ensure that this occurs. It is recommended that Council formalises the receipt of the affixation of the Common Seal Report for endorsement.

Generally, the Common Seal is only applied in circumstances where the Council has specifically resolved to enter into an agreement, lease or dispose of or acquire land. There are however, occasions where the Seal is required to be applied urgently and Council's endorsement is sought retrospectively.

**TEN YEAR FINANCIAL PLAN**

There is no direct impact on the Long Term Financial Plan.

**FINANCIAL IMPLICATIONS**

There are no financial impacts.

**STATUTORY IMPLICATIONS**

Shire of Kellerberrin Standing Orders Local Law 2016

**Clause 19.1 The Council's Common Seal**

- (1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.
- (2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the President and the CEO or a senior employee authorised by him or her.
- (3) The common seal of the local government is to be affixed to any local law which is made by the local government.
- (4) The CEO is to record in a register each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.
- (5) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence.

Penalty \$1,000

**STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**COMMUNITY CONSULTATION**

The following consultation took place;

- Councils President
- Councils Deputy President
- Chief Executive Officer
- Manager of Governance

**STAFF RECOMMENDATION**

*That Council acknowledge that the Shire of Kellerberrin’s Common Seal was affixed to NIL documents in this quarter.*

**COUNCIL RESOLUTION**

**MIN 104/25      MOTION - Moved Cr. Leake      Seconded Cr. Gardiner**

***That Council acknowledge that the Shire of Kellerberrin’s Common Seal was affixed to NIL documents in this quarter.***

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0**

**10.3 COUNCIL POLICY MANUAL REVIEW**

**File Ref:** Policies  
**Author:** Michelle Wilson, Executive Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. HR03.21 Uniform & Personal Presentation (Administration Staff) Policy  
 2. HR03.03 Council Owned Vehicle Allocation Standards Policy  
 3. Council Policy Manual December 2025

**BACKGROUND**

Council undertakes an annual review of its policies and determines new or updated policies to guide its day to day operations and responsibilities in regards to its adopted structure and legislative requirements. The Policy Manual is also reviewed on an as-needed basis.

September Ordinary Council Meeting – 16 September 2025

**MIN 089/25 MOTION - Moved Cr. Ryan Seconded Cr. Brown**

*That Council;*

1. *Adopts the following new and amended policies as per Appendix A;*
  - a. *New Policy HR03.20 Employee Domestic Violence Policy*
  - b. *Amended Policy FM04.06 Procurement Policy*
2. *Instructs the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested.*

**CARRIED 7/0**

June Ordinary Council Meeting – 18 February 2025

**MIN 001/25 MOTION - Moved Cr. Leake Seconded Cr. Brown**

*That Council;*

1. *Adopts the new Community Enhancement Policy as per attachment; and*
2. *Instructs the Chief Executive Officer to advertise the new policy and ensure all staff are aware of the new Policy and provide copies if requested.*

**CARRIED 6/0**

February Ordinary Council Meeting – 18 February 2025

**MIN 008/25 MOTION - Moved Cr. Leake Seconded Cr. Pryer**

*That Council;*

1. *Adopts the following new and amended policies as per Appendix A;*
2. *Removes the following policies from the Shire of Kellerberrin Policy Manual;*
  - a. *HR03.04 COVID-19 Financial Hardship Policy*
  - b. *HR03.05 COVID-19 Leave Policy*
  - c. *HR03.19 Employee Training Policy; and*
3. *Instructs the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested.*

**CARRIED 6/0**

November Ordinary Council Meeting – 19 November 2024

**MIN 040/24 MOTION - Moved Cr. Gardiner Seconded Cr. Brown**

*That Council;*

1. *Adopts the following new Policies;*
  - a. *Unsealed Road Closures*
  - b. *Chemical Safety in the Workplace;*
2. *Adopts the amended Accounting Principles Policy; and;*

- 3. Instructs the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested.**

**CARRIED 7/0**

April Ordinary Council Meeting – 16 April 2024

**MIN 040/24 MOTION - Moved Cr. Brown Seconded Cr. Pryer**

**That Council;**

- 1. Adopts the Policy Manual as presented;**
- 2. Instruct the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested.**

**CARRIED 7/0**

February Ordinary Council Meeting – 18 February 2024

**MIN 008/25 MOTION - Moved Cr. Leake Seconded Cr. Pryer**

**That Council;**

- 1. Adopts the following new and amended policies as per Appendix A;**
- 2. Removes the following policies from the Shire of Kellerberrin Policy Manual;**
  - a. HR03.04 COVID-19 Financial Hardship Policy**
  - b. HR03.05 COVID-19 Leave Policy**
  - c. HR03.19 Employee Training Policy; and**
- 3. Instructs the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested**

**CARRIED 7/0**

## **STAFF COMMENT**

Whilst there is no statutory requirement for Council to review its Policy Manual, it is considered better practice to ensure Council have a relevant and current policy stance that reflects the ongoing changes within local government and our community. Council's staff continually review its Policy Manual to ensure it's current with the operations of the day.

Council is always considerate of its operational and legislative functions and for endorsement towards serving the function and role of the Council, seeks to state defined parameters of its policy review and adoption of any new policies and/or of its existing policies. A review of the Shire of Kellerberrin's Policy Manual has been undertaken to ensure compliance and relevance to the community's current and future needs and is available for Council's consideration.

The following changes have been made to the Policy Manual:

Council staff have created the following new policies to be added to the manual:

### **HR Uniform & Personal Presentation (Administration Staff) Policy**

The purpose of this policy is to set a standard of dress for employees and ensure that the appearance of the Shire of Kellerberrin Administration employees reflects the values and professionalism of the organisation and encourages a positive public perception of Council and its employees.

Council staff have amended the following policy:

### **HR 03.03 Council Owned Vehicle Allocation Standards Policy**

Update employee vehicle details.

## **TEN YEAR FINANCIAL PLAN**

Nil (not applicable at this date and therefore unknown)

## **FINANCIAL IMPLICATIONS**

Nil (not applicable at this date and therefore unknown)

**STATUTORY IMPLICATIONS**

Nil (not applicable at this date and therefore unknown)

**STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**COMMUNITY CONSULTATION**

The following consultation took place;

- Chief Executive Officer
- Manager of Governance
- Executive Assistant

**STAFF RECOMMENDATION**

*That Council;*

1. *Adopts the following new and amended policies as per attached;*
  - a. *New Policy HR03.21 Uniform & Personal Presentation (Administration Staff) Policy*
  - b. *Amended Policy HR03.03 Council Owned Vehicle Allocation Standards Policy;*
2. *Instructs the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested.*

**COUNCIL RESOLUTION**

**MIN 105/25      MOTION - Moved Cr. Pryer      Seconded Cr. Brown**

*That Council;*

1. *Adopts the following new and amended policies as per attached;*
  - a. *New Policy HR03.21 Uniform & Personal Presentation (Administration Staff) Policy*
  - b. *Amended Policy HR03.03 Council Owned Vehicle Allocation Standards Policy;*
2. *Instructs the Chief Executive Officer to ensure all staff are aware of the Policy Manual updates and provide copies if requested.*

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

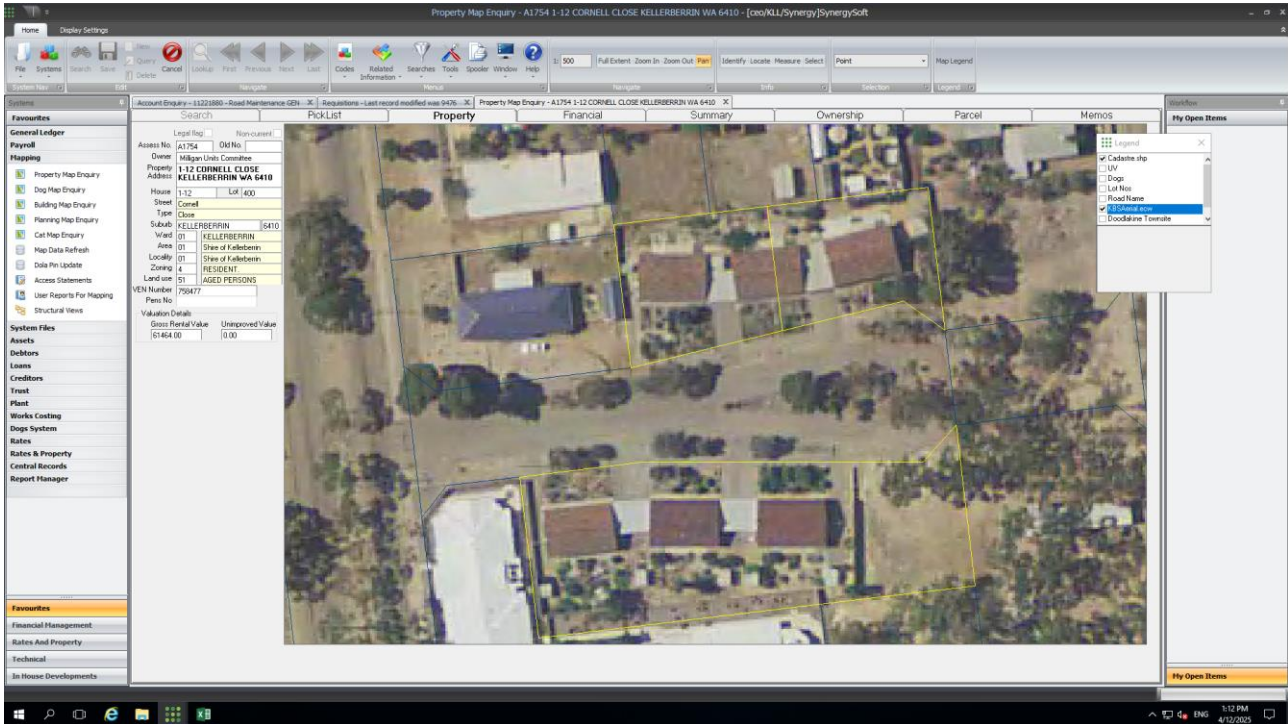
**CARRIED 7/0**

**10.4 MANAGEMENT ORDER - RESERVE 33328 - LOTS 397, 400, 413**

**File Ref:** A1754  
**Author:** Raymond Griffiths, Chief Executive Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

Council in October 2024 was contacted by Milligan Units to ascertain if they could purchase the blocks freehold that Milligan Units reside on in Cornell Close as per below picture.



Council on behalf of Milligan Units wrote to the Department of Planning, Lands and Heritage to find out if this is possible and the process the complete this task. The advice provided was for a Crown Land Enquiry Form to be completed and forwarded to the Department for review.

Council in March 2025 received notification from the Department of the following;

**Case: 2501021 File: 02886-1967**

*Good afternoon Shire of Kellerberrin,*

*The Department of Planning, Lands and Heritage is reviewing a request from Milligan Units Inc. to convert Reserve 33328 to freehold. This reserve, managed by the Shire of Kellerberrin for 'Aged Persons Homes', is comprised of Lot 413 DP 183401, Lot 397 DP 172387, and Lot 400 DP 172387.*

*Could the Shire please provide their comments on the abovementioned proposal? I have attached aerial and tenure maps for your reference.*

*Please be advised that pursuant to section 14 of the Land Administration Act 1997 the Department requests that the Shire provides its comments with 42 calendar days of this email. If no initial response is provided by the Shire by 2 May 2025, this Department will assume there are no comments and will proceed accordingly.*

Council replied to this email advising they have no issues with the request and supports this request as per below email exert:

*Council doesn't have an issue with this as Dryandra Residential Aged and Community Care building which is the big building surrounding that was excised off this block for the purposes of aged care residential purposes.*

*Therefore, the units going to freehold title is no issue from our perspective.*

Milligan Units then in October 2025 received the below email from the Department advising Milligan of the lots and what the Department are seeking as compensation for the lots;

**Case: 2501021 File: 02886-1967**

*Good afternoon Milligan Units,*

*I refer to your request to purchase Reserve 33328, comprising the following lots:*

- *Lot 413 on Deposited Plan 183401*
- *Lot 397 on Deposited Plan 172387*
- *Lot 400 on Deposited Plan 172387*

*These lots are located at 6, 7, and 5 Kellerberrin Close, Kellerberrin WA 6410.*

*I am now able to advise the proposed purchase price for each lot provided by Landgate Valuation Services. The following figures **exclude GST**:*

- *Lot 413 (DP 183401): \$37,000 (Thirty-Seven Thousand Dollars)*
- *Lot 397 (DP 172387): \$15,000 (Fifteen Thousand Dollars)*
- *Lot 400 (DP 172387): \$15,000 (Fifteen Thousand Dollars)*

*The associated statutory fees are as follows:*

- *Document preparation fee: \$1,505*
- *Landgate registration fee: \$216.60*

The Department on issuing this email to Milligan Units also emailed Council advising that Council will need to revoke the Management Order on the property in order for this purchase to proceed.

## **STAFF COMMENT**

Milligan Units wrote to Council and advised they wish to continue with the purchase though are seeking the purchase cost free and seeks Councils support for this.

## **TEN YEAR FINANCIAL PLAN**

Nil Impact

## **FINANCIAL IMPLICATIONS**

The transfer will have no financial cost associated to Council.

## **STATUTORY IMPLICATIONS**

### ***Land Administration Act 1997 – Part 4 Reserves***

#### **50. Management order, revocation of**

- 1) When a management body —
  - a. agrees that its management order should be revoked; or
  - b. does not comply with its management order or with a management plan which applies to its managed reserve or does not submit a management plan in compliance with a request made under section 49(2),  
  
the Minister may by order revoke that management order.
- 2) If, in the absence of agreement or non-compliance referred to in subsection (1), the Minister considers that it is in the public interest to revoke a management order, the Minister may by order revoke the management order.

- 3) On the revocation of a management order or an order made under section 33 of the repealed Act or section 42 or 43 of the Land Act 1898 4 that subsists as if it were a management order under subsection (2), the former management body may claim compensation under Part 10 for any improvement made on the relevant reserve in accordance with the management order or an order made under section 33 of the repealed Act or section 42 or 43 of the Land Act 1898 4 that subsists as if it were a management order as if that revocation were a taking under Part 9.
- 4) Despite the revocation of a management order —
- under subsection (1), if the Minister so specifies in the revocation order; or
  - under subsection (2),
- an interest (including an interest under Part 9 or under the Public Works Act 1902) which existed in, or any caveat which existed in respect of, the relevant land immediately before that revocation continues, irrespective of any subsequent creation of interests in or use of that land but subject to this Act, so to exist.
- 5) Despite anything in an order revoking a management order, the Minister may, with the consent of the management lessee, vary the terms of a management lease continued in existence by subsection (4).
- 6) In subsection (5) —
- management lease** means lease granted or a lease that subsists as if it were a lease granted under a power conferred under section 46(3);
- management lessee** means person to whom a management lease is granted.
- 7) In subsections (1), (2), (4) and (5) —
- management order** includes an order made under section 46(3)(a) or an order made under section 33 of the repealed Act or section 42 or 43 of the Land Act 1898 4 that subsists as if it were a management order or an order made under section 46(3)(a).
- [Section 50 amended: No. 59 of 2000 s. 13.]*

Nil known at this time.

## STRATEGIC COMMUNITY PLAN

### Council Strategy

4.1 Encouragement of establishing Housing within the Shire

### Measurement of goals

To identify economic trends and create employment and business opportunities for the local community. Foster relationships with State, Federal and external agencies to seek funding for additional housing, land availability and service provision. Maintain and renew Council Housing for attracting/retaining staff.

## COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Council
- Milligan Units Committee
- Department of Planning, Lands and Heritage

## STAFF RECOMMENDATION

*That Council;*

1. *Revokes the Management order over Reserve 33328, being Lot 413 on Deposited Plan 183401 to enable this lot to become freehold title.*
2. *Revokes the Management order over Reserve 33328, being Lot 397 on Deposited Plan 172387 to enable this lot to become freehold title.*
3. *Revokes the Management order over Reserve 33328, being Lot 400 on Deposited Plan 172387 to enable this lot to become freehold title.*
4. *Supports Milligan Units request to have the freehold title purchase at NIL cost as the organisation is a not-for-profit, Public Benevolent Institution (PBI) providing housing to the community and the freehold purchase provides equity for the committee to provide additional housing in the community.*

## COUNCIL RESOLUTION

**MIN 106/25**

**MOTION - Moved Cr. Leake**

**Seconded Cr. Ryan**

*That Council;*

1. ***Revokes the Management order over Reserve 33328, being Lot 413 on Deposited Plan 183401 to enable this lot to become freehold title.***
2. ***Revokes the Management order over Reserve 33328, being Lot 397 on Deposited Plan 172387 to enable this lot to become freehold title.***
3. ***Revokes the Management order over Reserve 33328, being Lot 400 on Deposited Plan 172387 to enable this lot to become freehold title.***
4. ***Supports Milligan Units request to have the freehold title purchase at NIL cost as the organisation is a not-for-profit, Public Benevolent Institution (PBI) providing housing to the community and the freehold purchase provides equity for the committee to provide additional housing in the community.***

In Favour: Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against: Nil

**CARRIED 7/0**

**10.5 WORKFORCE PLAN (WP) REVIEW 2025**

**File Ref:** ADM  
**Author:** Morgan Ware, Manager of Governance  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

Ordinary Council Meeting – 18<sup>th</sup> June 2013

**MIN 86/13 MOTION - Moved Cr. Forsyth Cr. Bee**

**That Council adopt:**

- 1. Strategic Community Plan**
- 2. Corporate Business Plan**
- 3. Long Term Financial Plan**
- 4. Asset Management Strategy**
- 5. Furniture and Equipment Asset Management Plan**
- 6. Plant and Equipment Asset Management Plan**
- 7. Land and Buildings Asset Management Plan**
- 8. Infrastructure Asset Management Plan**
- 9. Workforce Plan;**  
**as presented.**

**CARRIED 6/0**

**STAFF COMMENT**

The Workforce Plan 2025-2029 is presented to Council to adopt in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

In accordance with section 5.56 of the *Local Government Act 1995*, all local governments in Western Australia are required to effectively plan for the future. The Workforce Plan is an informing strategy of the Integrated Planning and Reporting Framework. This framework ensures that priorities and services provided by the Local Government are aligned with community needs and aspirations.

The Shire of Kellerberrin's Workforce plan is a four-year planning document addressing capacity, skills of the workforce, demand, risk, recruitment and retention to deliver priorities of the Strategic Community Plan and Corporate Business Plan.

The Workforce Plan is reviewed regularly to ensure it remains responsive to changing community needs, workforce trends, organisational priorities and ensure alignment with Annual Budget and Long-Term Financial Plan. It considers both internal workforce requirements and external influences such as demographic change, economic conditions and industry challenges.

**Report Details**

The Shire of Kellerberrin Workforce Plan follows the Shires vision and core drivers as set in the Strategic Community Plan.

**1) Lifestyle**

To create a comfortable, inviting and welcoming lifestyle that is in keeping with the natural environment and cultural and historical heritage of the Shire.

**2) Sustainability**

To live in a region that promotes sustainable economic, social and environmental development and growth

**3) Leadership**

To be led by an open, honest and transparent government

#### 4) Prosperity

To develop a community that fosters and encourages long term prosperity and growth and presents a diverse range of opportunities

### STRATEGIC IMPLICATIONS

Annual Budget  
Long Term Financial Plan  
Strategic Community Plan

### STATUTORY IMPLICATIONS

#### Local Government Act 1995

##### 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

*[Section 5.56 inserted by No. 49 of 2004 s. 42(6).]*

#### Local Government (Administration) Regulations 1996

##### Part 5 — Annual reports and planning

*[Heading inserted in Gazette 26 Aug 2011 p. 3482.]*

##### Division 1 — Preliminary

*[Heading inserted in Gazette 26 Aug 2011 p. 3482.]*

##### 19BA. Terms used

In this Part —

**corporate business plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;

**strategic community plan** means a plan made under regulation 19C that, together with a corporate business plan, forms a plan for the future of a district made in accordance with section 5.56.

*[Regulation 19BA inserted in Gazette 26 Aug 2011 p. 3482-3.]*

##### Division 3 — Planning for the future

*[Heading inserted in Gazette 26 Aug 2011 p. 3483.]*

##### 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and

- (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
  - (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
  - (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
  - (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
  - (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

*[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]*

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

*[Regulation 19DA inserted in Gazette 26 Aug 2011 p. 3484-5.]*

**19DB. Transitional provisions for plans for the future until 30 June 2013**

- (1) In this regulation —
  - former regulation 19C** means regulation 19C as in force immediately before 26 August 2011 and continued under subregulation (2);
  - former regulation 19D** means regulation 19D as in force immediately before 26 August 2011;
  - plan for the future** means a plan for the future of its district made by a local government in accordance with former regulation 19C.

- (2) Except as stated in this regulation, former regulation 19C continues to have effect on and after 26 August 2011 until this regulation expires under subregulation (7).
- (3) A local government is to ensure that a plan for the future applies in respect of each financial year before the financial year ending 30 June 2014.
- (4) A local government is not required to review a plan for the future under former regulation 19C(4) on or after 26 August 2011.
- (5) If, for the purposes of complying with subregulation (3), a local government makes a new plan for the future, local public notice of the adoption of the plan is to be given in accordance with former regulation 19D.
- (6) If a local government modifies a plan for the future under former regulation 19C(4), whether for the purposes of complying with subregulation (3) or otherwise —
  - (a) the local government is not required to comply with former regulation 19C(7) or (8) in relation to the modifications of the plan; and
  - (b) local public notice of the adoption of the modifications of the plan is to be given in accordance with former regulation 19D.
- (7) This regulation expires at the end of 30 June 2013.

*[Regulation 19DB inserted in Gazette 26 Aug 2011 p. 3485-6.]*

#### 19D. Adoption of plan, public notice of to be given

- (1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).
- (2) The local public notice is to contain —
  - (a) notification that —
    - (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
    - (ii) details of where and when the plan may be inspected;or
  - (b) where a strategic community plan for the district has been modified —
    - (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and
    - (ii) details of where and when the modified plan may be inspected.

*[Regulation 19D inserted in Gazette 31 Mar 2005 p. 1033-4; amended in Gazette 26 Aug 2011 p. 3486.]*

### STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### COMMUNITY CONSULTATION

The following consultation took place;

- Manager of Governance
- Chief Executive Officer
- Administration & Works Staff

## STAFF RECOMMENDATION

*That Council:*

1. *Adopt its Workforce Plan 2025-2029 as per attached; and,*
  - a. *the Workforce Plan may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication;*
2. *Advertise the Workforce Plan on the website for public viewing.*

## COUNCIL RESOLUTION

**MIN 107/25      MOTION - Moved Cr. Gardiner      Seconded Cr. Pryer**

*That Council:*

1. *Adopt its Workforce Plan 2025-2029 as per attached; and,*
  - a. *the Workforce Plan may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication;*
2. *Advertise the Workforce Plan on the website for public viewing.*

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**10.6 ANNUAL REPORT/ANNUAL FINANCIAL REPORT AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2025**

<b>File Ref:</b>	<b>FIN21</b>
<b>Author:</b>	<b>Morgan Ware, Manager of Governance</b>
<b>Authoriser:</b>	<b>Raymond Griffiths, Chief Executive Officer</b>
<b>Attachments:</b>	<b>1. Interim Audit Management Letter Attachment - Shire of Kellerberrin- 30 June 2025</b>
	<b>2. Opinion - Shire of Kellerberrin - 30 June 2025</b>
	<b>3. Shire of Kellerberrin - Signed Financial Report Stamped 2025</b>
	<b>4. Transmittal Letter to President - Shire of Kellerberrin - 30 June 2025</b>

**BACKGROUND**

Councils December 2025 Audit, Risk and Governance Committee Meeting – 16<sup>th</sup> December 2025

**STAFF RECOMMENDATION**

*That the Audit Committee recommends to Council that it;*

- 1. Pursuant to Section 5.54(1) of the Local Government Act 1995, ACCEPTS BY AN ABSOLUTE MAJORITY the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, included as an attachment;*
- 2. Pursuant to Section 5.27 of the Local Government Act 1995, CONVENES an Annual Meeting of Electors of the Shire of Kellerberrin to be held on Thursday 5<sup>th</sup> February 2026 at 6.00pm at the Kellerberrin Recreation Centre Cuolahan/Cottle Room, to present the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year; and*

*NOTES that:*

- a. the Shire of Kellerberrin Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication;*
  - b. pursuant to Sections 5.29 and 5.55 of the Local Government Act 1995, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on Thursday 5<sup>th</sup> February 2026, and of the availability of the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, and will make the report available on the Shire of Kellerberrin website within fourteen days; and*
  - c. pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.*
- 3. Acknowledges it has met the requirements of section 7.12A(2) of the Local Government Act with the Audit Committee, on behalf of Council, having met with a representative of the Office of the Auditor General;*

**STAFF COMMENT**

Pursuant to Section 5.54(1) of the Local Government Act 1995, the Audit, Risk & Governance Committee present Council the Shire of Kellerberrin 2024/25 Annual Report for adoption.

The Shire produces an annual report consisting of the Annual Financial Statement and Audit report at the conclusion of each financial year, in accordance with requirements of the Act.

On Thursday, 20<sup>th</sup> November 2025 the following members attended via teams the Final Audit Exit Meeting with the Office of the Auditor General (OAG) & MACRI Partners;

- Chief Executive Officer Raymond Griffiths
- Manager of Governance Morgan Ware
- Senior Finance Officer Brett Taylor
- Deputy President Emily Ryan
- Cr Paul Brown
- Cr Monica Gardiner
- Independent Member Clare Leake

The OAG provided their audit report, opinion and signed Annual Financial Statement as attached to this report.

Please find below a table identifying the findings from interim audit for the 2024/25 financial year. The interim audit field work was conducted on 8<sup>th</sup> April 2025 to 9<sup>th</sup> April 2025, with the Audit File provided by the OAG on 10<sup>th</sup> July 2025.

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Superannuation Guarantee Contributions & Matching Super	No	✓			✓
2. Excessive Annual Leave	No			✓	
3. Invoice Value in excess of Purchase Order Value	No		✓		
4. Monetary value not indicated on Purchase Order	No		✓		
5. Purchase Quotations	No		✓		✓
6. Sundry Debtors	No		✓		
7. Business Continuity and Disaster Recovery Plan	No		✓		✓
8. Cyber Security Risks	No		✓		✓
9. User Access Rights	No		✓		✓
10. Network Use and Unauthorised Log in Attempts	No		✓		✓
11. General Journals				✓	

**KEY TO RATINGS**

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

Management comments provided to the OAG and MACRI Partners in response to the audit findings are noted below;

**1. Superannuation Guarantee (SG) Contributions**

This has been rectified through the payroll system. Superannuation report it reviewed, and counter signed by management

**2. Excessive Annual Leave**

A policy has been drafted and will be put to Council. Leave balances are reviewed regularly, a portion of the annual leave accruals is due to long service leave being taken. Therefore, no annual leave used at this time.

**3. Invoice Value in excess of Purchase Order Value**

Policy to be amended to include variance wording & variances to be noted on the purchase order.

**4. Monetary value not indicated on the Purchase Order**

This was one instance, where the expected gravel cartage quantities were unable to be determined at the time of issue. The contractor was a local preferred supplier. Therefore, Council was satisfied with the expected rates and risk associated.

**5. Quotations**

All four (4) instances had valid and accepted reasons for not meeting the purchasing policy quotation requirements, although it was not noted on the purchase order itself. Purchasing policy comments to be made on purchase order going forward.

**6. Sundry Debtors**

The large percentage of the outstanding debt relates to a small number of debtors who are all under payment plans. As of 9<sup>th</sup> June 2025, the balance for debtors outstanding by 90 days or more is \$19,937.71 compared to \$74,233.02 on 6<sup>th</sup> March 2025 which is due to debtors paying as per payment plan which is what they are designed for. Therefore, we believe the processes we have in place are adequate to cover any risk.

**7. Business Continuity and Disaster Recovery Plan**

Plan under review, with the assistance of contractor.

**8. Cyber Security Risks**

In development with IT Contractor .

**9. User Access Rights**

Formal review process to be established and quarterly review to be performed.

**10. Network Use and Unsuccessful Log in Attempts**

Current software does not have the capacity for this.

**TEN YEAR FINANCIAL PLAN**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STATUTORY IMPLICATIONS****Local Government Amendment (Auditing) Act 2017****7.12AJ. Conducting a performance audit**

- (1) The Auditor General Act section 18 applies in relation to a local government as if —
- (a) the local government were an agency; and
  - (b) money collected, received or held by any person for or on behalf of the local government were public money; and
  - (c) money collected, received or held by the local government for or on behalf of a person other than the local government were other money; and
  - (d) property held for or on behalf of the local government, other than money referred to in paragraph (b), were public property; and Local Government (Audit) Regulations 1996 (as amended)
  - (e) property held by the local government for or on behalf of a person other than the local government were other property; and
  - (f) the reference in the Auditor General Act section 18(2)(d) to “legislative provisions, public sector policies or its own internal policies;” were a reference to “legislative provisions or its own internal policies;”.

- (2) A performance audit is taken for the purposes of the Auditor General Act to have been carried out under the Auditor General Act Part 3 Division 1.

**7.12AK. Reporting on a performance audit**

- (1) The Auditor General Act section 25 applies in relation to a performance audit as if —
- (a) a local government were an agency; and
  - (b) the council of the local government were its accountable authority.

- (2) The auditor must give a report on a performance audit to the local government.

**Local Government (Audit) Regulations 1996****16. *Audit committee, functions of***

An audit committee —

- (a) is to provide guidance and assistance to the local government —
  - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;

and

- (b) may provide guidance and assistance to the local government as to —
- (i) matters to be audited; and
  - (ii) the scope of audits; and
  - (iii) its functions under Part 6 of the Act; and
  - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.

*[Regulation 16 inserted in Gazette 31 Mar 2005 p. 1043.]*

#### **Local Government Act 1995 (as amended)**

- section 3.57 relates to the tendering of goods and services
- section 3.59 relates to preparation of business plan for a commercial or trading enterprise
- sections 5.16, 5.18, 5.42, 5.43, 5.44, 5.45, 5.46 relates to the delegation of power/duty
- sections 5.67, 5.68, 5.73, 5.75, 5.76, 5.77, 5.88, 5.103 relates to the Disclosure of Interest by Councillors and/or Staff
- sections 7.3 to 7.9 relates to the appointment of auditors
- section 9.4 to 9.29 relates to appeal provisions
- sections 3.58 to relates to disposal of property

#### **Subsidiary Statutory Acts and Regulations to achieve compliance**

- Local Government (Uniform Local Provisions) Regulations 1996 – regulation 9
- Local Government (Functions and General) Regulations 1997 (as amended) – tenders for the supply of goods and services
- Local Government (Administration) Regulations 1996 (as amended)
- Local Government (Financial Management) Regulations 1996 (as amended)
- Local Government (Audit) Regulations 1996
- Local Government Grants Act 1978 – section 12
- Local Government (Elections) Regulations 1997

#### **Local Government Act 1995 (As Amended)**

##### 5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

##### 5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

*\* Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

*[Section 5.54 amended by No. 49 of 2004 s. 49.]*

##### 5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

## Division 4 — General

## 7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister,

by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

*[Section 7.12A inserted by No. 49 of 2004 s. 8.]*

**Local Government (Financial Management) Regulations 1996**

## 51. Completion of financial report

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

*[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]*

**STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**COMMUNITY CONSULTATION**

The following consultation took place;

- Chief Executive Officer
- Manager of Governance
- Office of Auditor General

- MACRI Partners
- Council
- Independent Member

## STAFF RECOMMENDATION

*That Council;*

1. *Pursuant to Section 5.54(1) of the Local Government Act 1995, ACCEPTS BY AN ABSOLUTE MAJORITY the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, included as an attachment;*
2. *Pursuant to Section 5.27 of the Local Government Act 1995, CONVENES an Annual Meeting of Electors of the Shire of Kellerberrin to be held on Thursday 5<sup>th</sup> February 2026 at 6.00pm at the Kellerberrin Recreation Centre Cuolahan/Cottle Room, to present the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year; and*

*NOTES that:*

- a. *the Shire of Kellerberrin Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication;*
  - b. *pursuant to Sections 5.29 and 5.55 of the Local Government Act 1995, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on Thursday 5<sup>th</sup> February 2026, and of the availability of the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, and will make the report available on the Shire of Kellerberrin website within fourteen days; and*
  - c. *pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.*
3. *Acknowledges it has met the requirements of section 7.12A(2) of the Local Government Act with the Audit Committee, on behalf of Council, having met with a representative of the Office of the Auditor General;*

## COUNCIL RESOLUTION

**MIN 108/25**

**MOTION - Moved Cr. Brown**

**Seconded Cr. Reid**

*That Council;*

1. ***Pursuant to Section 5.54(1) of the Local Government Act 1995, ACCEPTS BY AN ABSOLUTE MAJORITY the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, included as an attachment;***
2. ***Pursuant to Section 5.27 of the Local Government Act 1995, CONVENES an Annual Meeting of Electors of the Shire of Kellerberrin to be held on Thursday 5<sup>th</sup> February 2026 at 6.00pm at the Kellerberrin Recreation Centre Cuolahan/Cottle Room, to present the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year; and***

***NOTES that:***

- a. *the Shire of Kellerberrin Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication;*
  - b. *pursuant to Sections 5.29 and 5.55 of the Local Government Act 1995, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on Thursday 5<sup>th</sup> February 2026, and of the availability of the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, and will make the report available on the Shire of Kellerberrin website within fourteen days; and*
  - c. *pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the Shire of Kellerberrin Annual Report for the 2024/25 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.*
3. *Acknowledges it has met the requirements of section 7.12A(2) of the Local Government Act with the Audit Committee, on behalf of Council, having met with a representative of the Office of the Auditor General;*

**CARRIED 7/0**  
**BY ABSOLUTE MAJORITY**

**10.7 CHEQUE LIST NOVEMBER 2025**

**File Ref:** N/A  
**Author:** Nikayla Ovens, Finance Officer  
**Authoriser:** Morgan Ware, Manager of Governance  
**Attachments:** 1. Payment List - November 2025

**BACKGROUND**

Accounts for payment from 1<sup>st</sup> November – 30<sup>th</sup> November 2025

**TRUST**

<b>Trust Total</b>	<b>\$2,050.00</b>
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**MUNICIPAL FUND**

<b>Cheque</b>	<b>\$2,109.37</b>
<b>EFT</b>	<b>\$441,910.49</b>
<b>Direct Debit</b>	<b>\$76,468.48</b>
<b>Municipal Total</b>	<b>\$520,488.34</b>

**STAFF COMMENT**

During the month of November 2025, the Shire of Kellerberrin made the following significant purchases:

***Please note the Shire of Kellerberrin is the host to Wheatbelt Secondary Freight Network (WSFN), costs associated are reimbursed as per contractual agreement.***

<b>Synergy</b>	\$ 5,077.63
Electricity Account for Streetlights 25/09/2025 - 24/10/2025	
<b>WCS Concrete Pty Ltd</b>	\$ 5,126.00
Earthworks, Setup, Supply and Lay N25 Concrete for Footpath Construction	
<b>Youlie and Son Contracting</b>	\$ 5,494.50
Maintenance Grading - October 2025	
<b>Shire of Northam</b>	\$ 5,718.60
Old Quarry Tipping Fees October 2025	
<b>Local Pest Control</b>	\$ 6,329.00
Regular Visual Termite Inspection and Report - Various Properties	
<b>Fire And Emergency Services (WA)</b>	\$ 6,766.96
2025/26 ESL In Accordance with Fire & Emergency Services Act 1998	
<b>Mineral Crushing Services WA PTY LTD</b>	\$ 6,801.88
Supply only of 10mm Washed Aggregate	
<b>Industrial Asset Management</b>	\$ 7,092.76
Rental - Unit 37 / 5 Keane Street, Midland - December 2025 (WSFN)	
<b>Brooks Hire Service Pty Ltd</b>	\$ 7,251.29
Hire of Padfoot roller	
<b>Local Pest Control</b>	\$ 7,942.00
General Pest Treatment - Various Properties	
<b>Avon Turf Services</b>	\$ 8,729.15
Supply and Apply Chemicals to Hockey and Football Oval	
<b>Pool &amp; Pump Service &amp; Repairs Pty Ltd</b>	\$ 8,833.04
Pre-Season pool service 25/26 as per quote Q02173	
<b>Structerre Consulting Engineers</b>	\$ 8,965.00
Structural Design and Drawing for shed extension at Depot	
<b>Mineral Crushing Services WA PTY LTD</b>	\$ 12,089.33
Supply only of 14mm Washed Aggregate for Councils Doodlakine South Road	

<b>Avon Waste</b>	
Domestic Collections October 2025	\$ 12,607.60
<b>Mineral Crushing Services WA PTY LTD</b>	
14mm Aggregate for Shackleton Road Reseal	\$ 12,775.96
<b>Youlie and Son Contracting</b>	
Maintenance Grading - October 2025	\$ 15,466.00
<b>Mineral Crushing Services WA PTY LTD</b>	
14mm Aggregate for Shackleton Road Reseal	\$ 15,591.93
<b>RCA Profiling Pty Ltd</b>	
Profiling Thornton Ave & Connelly Street	\$ 16,445.00
<b>WCS Concrete Pty Ltd</b>	
Setup, Supply & Lay for Footpath from "Z" Crossing the Leake Street near Park.	\$ 17,066.78
<b>Smith Earthmoving Pty Ltd</b>	
Truck and Side Tipper Hire for the Month of October 2025	\$ 19,305.00
<b>WCS Concrete Pty Ltd</b>	
25% - Setup, Supply & Lay N25 Concrete for Footpaths	\$ 24,036.19
<b>United Card Services Pty Ltd</b>	
United Fuel Card Purchases for the Month of October 2025	\$ 26,183.26
<b>Steve's Transportables</b>	
Purchase of 3.0 x 2.4 Unisex Disabled Toilet for Doodlakine BFB	\$ 26,730.00
<b>Downer EDI Works Pty Ltd</b>	
Wet mixing Doodlakine South Road as per RFQ 06-2025	\$ 36,226.17

## TEN YEAR FINANCIAL PLAN

There is no direct impact on the Long-Term Financial Plan

## FINANCIAL IMPLICATIONS

Shire of Kellerberrin 2024/2025 Operating Budget

## STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

### 11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) Petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
  - (a) Subject to sub-regulation (4), are not to be made in cash; and
  - (b) Are to be made in a manner which allows identification of —
    - (i) The method of payment;
    - (ii) The authority for the payment; and
    - (iii) The identity of the person who authorised the payment.
- (4) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

### 12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund —

- (a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

### **13. Lists of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) The payee's name;
  - (b) The amount of the payment;
  - (c) The date of the payment; and
  - (d) Sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) For each account which requires council authorisation in that month —
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) Sufficient information to identify the transaction;And
  - (b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
  - (a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) Recorded in the minutes of that meeting.

### **STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny

### **COMMUNITY CONSULTATION**

The following consultation took place;

- Chief Executive Officer
- Manager of Governance
- Finance Officer

## STAFF RECOMMENDATION

*That Council notes that during the month of November 2025, the Chief Executive Officer has made the following payments under council's delegated authority as listed in appendix A to the minutes.*

1. *Municipal Fund payments totalling **\$520,488.34** on vouchers EFT, CHQ, Direct payments.*
2. *Trust Fund payments totalling **\$2,050.00** on vouchers EFT, CHQ, Direct payments.*

## COUNCIL RESOLUTION

**MIN 109/25      MOTION - Moved Cr. Ryan      Seconded Cr. Leake**

*That Council notes that during the month of November 2025, the Chief Executive Officer has made the following payments under council's delegated authority as listed in appendix A to the minutes.*

1. *Municipal Fund payments totalling **\$520,488.34** on vouchers EFT, CHQ, Direct payments.*
2. *Trust Fund payments totalling **\$2,050.00** on vouchers EFT, CHQ, Direct payments.*

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0**

**10.8 DIRECT DEBIT LIST AND VISA CARD TRANSACTIONS - NOVEMBER 2025**

**File Number:** N/A  
**Author:** Brett Taylor, Senior Finance Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

Please see below the Direct Debit List and Visa Card Transactions for the month of November 2025.

Municipal Direct Debit List

<b>Date</b>	<b>Name</b>	<b>Details</b>	<b>\$</b>	<b>Amount</b>
3-Nov-25	Shire of Kellerberrin	Creditor Payments		24,431.00
4-Nov-25	3E Advantage	WSFN Copier Rental		246.40
4-Nov-25	Housing Authority	Rent 73 Gregory St		420.00
6-Nov-25	Shire of Kellerberrin	Payroll		73,907.49
6-Nov-25	Shire of Kellerberrin	Precision Superannuation		15,686.66
10-Nov-25	WA Treasury	Loan 121 Payment		31,214.23
13-Nov-25	Shire of Kellerberrin	Creditors Payments		181,843.04
18-Nov-25	Housing Authority	Rent 73 Gregory St		420.00
20-Nov-25	Nayax Australia	Vending Machine Caravan Park		38.17
20-Nov-25	WA Treasury	Loan 119 Payment		11,140.49
20-Nov-25	Shire of Kellerberrin	Precision Superannuation		15,736.67
20-Nov-25	Shire of Kellerberrin	Creditor Payments		1,650.00
20-Nov-25	Shire of Kellerberrin	Payroll		73,346.53
27-Nov-25	Shire of Kellerberrin	Creditors Payments		233,986.45
28-Nov-25	NAB	NAB B Pay Charge		26.68
28-Nov-25	NAB	NAB Account Fees - Trust		10.00
28-Nov-25	NAB	NAB Account Fees - Muni		70.00
28-Nov-25	NAB	NAB Merchant Fees - Trust		3.06
28-Nov-25	NAB	NAB Merchant Fees - Pool		32.27
28-Nov-25	NAB	NAB Merchant Fees - Caravan Park		112.06
28-Nov-25	NAB	NAB Merchant Fees - Muni		144.87
				<b>664,466.07</b>

Visa Transactions

<b>Date</b>	<b>Name</b>	<b>Details</b>	<b>\$</b>	<b>Amount</b>
03-Nov-25	7 Eleven Rockingham	Fuel KE1		171.62
04-Nov-25	Telstra Prepaid	Phone Recharge Waste Transfer Station		39.00
07-Nov-25	Market Co	LG Pro Conference Meals **		568.00
10-Nov-25	Chat GPT	Chat GPT Subscription		30.94
10-Nov-25	Camfield Bar	Refreshments LG Pro Conference		67.50
10-Nov-25	Crown Promenade	Meal LG Pro Conference		132.51
12-Nov-25	Birth Deaths Marriages	Birth Certificate H Kalogeropoulos		58.00
19-Nov-25	WA Newspapers	WA Newspapers Subscriptions		96.00
19-Nov-25	Harvest Café	Lunches MWS Interviews		60.00
26-Nov-25	Survey Monkey	Survey Monkey Subscription		2,454.54
28-Nov-25	NAB	Card Fee		9.93
<b>TOTAL - CEO</b>			<b>\$</b>	<b>3,688.04</b>

Date	Name	Details	\$	Amount
10-Nov-25	Crown Promenade	Parking LG Pro Conference		225.00
14-Nov-25	Pool Robotics	Replacement Brushes Pool Cleaner		293.50
28-Nov-25	NAB	Card Fee		9.00
<b>TOTAL -DCEO</b>			<b>\$</b>	<b>527.50</b>
05-Nov-25	Big W Midland Gate	Supplies WSN Office		103.00
13-Nov-25	Woolworths Midland Gate	Stationery WSN Office		81.00
17-Nov-25	Shazza's Highway Coffee	Meals WSN Programme Manager		5.90
17-Nov-25	Dingoes' Diner	Meals WSN Programme Manager		24.77
18-Nov-25	Woolworths Midland Gate	Supplies WSN Office		31.00
19-Nov-25	Australia Post Midland	Postage WSN Office		75.00
21-Nov-25	New Ritual Café	Meals WSN Programme Manager		31.26
24-Nov-25	Midway Ford	Service WSN Utility		795.00
25-Nov-25	Miss Maud	Catering WSN Meeting		180.75
28-Nov-25	NAB	Card Fee		9.00
<b>TOTAL -WSFN Programme Manager</b>				<b>1,336.68</b>
28-Nov-25	NAB	Card Fee		9.00
<b>TOTAL -WSFN Programme Director</b>				<b>9.00</b>
<b>TOTAL VISA TRANSACTIONS</b>			<b>\$</b>	<b>5,561.22</b>

**STAFF COMMENT**

The Direct Debit List and Visa Card Transactions are presented for Council to note for the month of November 2025.

***Please note The Shire of Kellerberrin is the host to Wheatbelt Secondary Freight Network (WSFN), costs associated are reimbursed as per contractual agreement.***

***\*\* Please note that the amount of \$413.04 is to be reimbursed from the total of \$568.00 for the LG Pro Conference meals by way of on charging to other Local Governments who attended.***

**TEN YEAR FINANCIAL PLAN**

There is no direct implication on the Long-Term Financial Plan.

**FINANCIAL IMPLICATIONS**

Financial Management of 20205/2026 Budget.

**STATUTORY IMPLICATIONS**

**Local Government (Financial Management) Regulations 1996**

34. Financial activity statement report — s. 6.4

(1A) In this regulation —

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
- (b) budget estimates to the end of the month to which the statement relates.
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
    - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets.
    - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
    - (c) such other supporting information as is considered relevant by the local government.
  - (3) The information in a statement of financial activity December be shown —
    - (a) according to nature and type classification; or
    - (b) by program; or
    - (c) by business unit.
  - (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
    - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
    - (b) recorded in the minutes of the meeting at which it is presented.
  - (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

## **STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny

## **COMMUNITY CONSULTATION**

The following consultation took place.

- Chief Executive Officer
- Manager of Governance
- Senior Finance Officer

## STAFF RECOMMENDATION

*That Council note the direct debit list for the month of November 2025 comprising of,*  
*(a) Municipal Fund – Direct Debit List*  
*(b) Trust Fund – Direct Debit List*  
*(c) Visa Card Transactions*

## COUNCIL RESOLUTION

**MIN 110/25      MOTION - Moved Cr. Reid      Seconded Cr. Brown**

*That Council note the direct debit list for the month of November 2025 comprising of,*  
*(a) Municipal Fund – Direct Debit List*  
*(b) Trust Fund – Direct Debit List*  
*(c) Visa Card Transactions*

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0**

<b>10.9 FINANCIAL ACTIVITY STATEMENT - NOVEMBER 2025</b>
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**File Number:** FIN  
**Author:** Brett Taylor, Senior Finance Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Statement of Financial Activity - November 2025

**BACKGROUND**

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis, and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates.
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates.
- Material variances between budget estimates and actual revenue/expenditure (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.

Council's July 2025 Ordinary Meeting of Council – 15 <sup>th</sup> July 2025
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**MIN 071/25      MOTION - Moved Cr. Gardiner      Seconded Cr. Brown**

***That Council:***

***PART F – MATERIAL VARIANCE REPORTING FOR 2024/2025***

***In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2025/2026 for reporting material variances shall be 10% or \$10,000, whichever is the greater.***

**CARRIED 6/0  
BY ABSOLUTE MAJORITY**

**STAFF COMMENT**

Pursuant to Section 6.4 of the Local Government Act 1995 (the Act) and Regulation 34(4) of the Local Government (Financial Management) Regulations 1996 (the Regulations), a local government is to prepare, monthly, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year-to-date basis for the period ending 30<sup>th</sup> November 2025.

**TEN YEAR FINANCIAL PLAN**

Financial Management of 2025/2026 Budget.

**FINANCIAL IMPLICATIONS**

Financial Management of 2025/2026 Budget.

**STATUTORY IMPLICATIONS**

Local Government (Financial Management) Regulations 1996

**34. Financial activity statement report — s. 6.4**

(1A) In this regulation —

***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c).
  - (b) budget estimates to the end of the month to which the statement relates.
  - (c) actual amounts of expenditure, revenue, and income to the end of the month to which the statement relates.
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets.
  - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

### **STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny.

### **COMMUNITY CONSULTATION**

The following consultation took place.

- Chief Executive Officer
- Manager of Governance
- Senior Finance Officer
- LG Corporate Solutions

## STAFF RECOMMENDATION

*That Council adopt the Financial Report for the month of November 2025.*

*The financial report comprises.*

- (a) Statement of Financial Activity.*
- (b) Note 1 to Note 13*

## COUNCIL RESOLUTION

**MIN 111/25      MOTION - Moved Cr. Leake      Seconded Cr. Gardiner**

***That Council adopt the Financial Report for the month of November 2025.***

***The financial report comprises.***

- (a) Statement of Financial Activity.***
- (b) Note 1 to Note 13***

**In Favour:**      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

**Against:**      Nil

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**10.10 BUILDING REPORTS NOVEMBER 2025**

**File Ref:** BUILD06  
**Author:** Jacki Peak, Administration Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Building Applications Received  
2. Building Permits Issued

**BACKGROUND**

Council has provided delegated authority to the Chief Executive Officer, which has been delegated to the Building Surveyor to approve of proposed building works which are compliant with the *Building Act 2011*, Building Code of Australia and the requirements of the Shire of Kellerberrin Town Planning Scheme No.4.

**STAFF COMMENT**

1. There were three (3) application received for a "Building Permit" during the November period.
2. There was zero (1) "Building Permits" issued in the November period.

**TEN YEAR FINANCIAL PLAN**

There is no direct impact on the Long-Term Financial Plan.

**FINANCIAL IMPLICATIONS**

There is income from Building fees and a percentage of the levies paid to other agencies ie: "Building Services Levy" and "Construction Industry Training Fund" (when construction cost exceeds \$20,000).

**STATUTORY IMPLICATIONS**

- Building Act 2011
- Shire of Kellerberrin Town Planning Scheme 4

**STRATEGIC COMMUNITY PLAN**

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

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3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**COMMUNITY CONSULTATION**

The following consultation took place:

- Building Surveyor
- Owners
- Building Contractors
- Chief Executive Officer

## STAFF RECOMMENDATION

*That Council;*

1. *Acknowledge the "Return of Proposed Building Operations" for the November 2025 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the November 2025 period.*

## COUNCIL RESOLUTION

**MIN 112/25      MOTION - Moved Cr. Ryan      Seconded Cr. Pryer**

*That Council;*

1. *Acknowledge the "Return of Proposed Building Operations" for the November 2025 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the November 2025 period.*

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0**

**11 DEVELOPMENT SERVICES REPORTS**

Nil

**12 WORKS & SERVICES REPORTS**

Nil

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil

**15 CONFIDENTIAL MATTERS**

*4.10 pm – Mr Raymond Griffiths declared an interest in Item 15.2 and left the chamber.*

**COUNCIL RESOLUTION**

**MIN 113/25      MOTION - Moved Cr. Reid      Seconded Cr. Leake**

***That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:***

**15.1      *Expression of Interest for Sale of Vacant Land - 69 Forrest Street & 14 Mitchell Street***

***This matter is considered to be confidential under Section 5.23(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.***

**15.2      *Chief Executive Officer Recruitment 2025***

***This matter is considered to be confidential under Section 5.23(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.***

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0**

**COUNCIL RESOLUTION**

**MIN 114/25      MOTION - Moved Cr. Leake      Seconded Cr. Brown**

***That Council moves out of Closed Council into Open Council.***

In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against:      Nil

**CARRIED 7/0**

4.15 pm – Mr Raymond Griffiths returned to the chamber.

**MOTION**

**COUNCIL RESOLUTION**

**MIN 115/25      MOTION - Moved Cr. Reid      Seconded Cr. Ryan**

***That Council;***

- a) Declines all offers on sale of vacant land – 69 Forrest St & 14 Mitchell St, as no offer meets current market valuations to warrant Council disposing of the asset.***
- b) Approves the making of an offer to the candidate named in Confidential Attachment A, CEO Panel Report for the position of CEO at the Shire of Kellerberrin; and,***
- c) Approves the proposed CEO employment contract and authorises the President to execute the CEO employment contract subject to the candidate accepting the proposed terms and conditions of the CEO employment contract.***

**In Favour:      Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown**

**Against:      Nil**

**CARRIED 7/0**

**16      CLOSURE OF MEETING**

**The Meeting closed at 4:17pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 February 2026.**

.....  
**CHAIRPERSON**